

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



CEA

CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: CEA 4, ASSISTANT GENERAL COUNSEL
LEGAL DIVISION

(PROGRAMS SERVED: DISABILITY AND ADULT PROGRAMS, INFORMATION TECHNOLOGY PROJECTS, CHILDREN AND FAMILY SERVICES, CONTRACTS, AND COMMUNITY CARE LICENSING ALTERNATE DECISIONS)

SALARY: \$5,768 - \$9,287

FINAL FILE DATE: OCTOBER 7, 2004

(Competitors who filed applications during the recruitment period of 9/17/04 - 9/24/04 do not need to reapply. Your application will remain in the applicant pool and will be considered along with those received during this recruitment period.)

DUTIES AND RESPONSIBILITIES

Under the general direction of the General Counsel/Deputy Director, the CEA 4 has broad discretion and independence in the performance of his/her duties and is required to have extensive contacts both within and outside the Department. As an expert in the laws relating to Disability and Adults Programs, Information Technology and Children and Family Services, the CEA 4 regularly consults with and advises the Director, Chief Deputy Director, all Deputy Directors, and managers in all the Divisions of the Department. The CEA 4 has contact on a frequent and regular basis with Deputy and Assistant Attorney Generals regarding departmental litigation, and with staff of the Health and Human Services Agency, Governor's Office, Department of General Services, Department of Finance, legislative staff, advocacy groups, and county staff. The CEA 4 also supervises the work of subordinate attorneys.

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (CONTINUED)

that each applicant include specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates. Candidates will be ranked competitively and notified of examination results.

It is anticipated that examination interviews may be held during **October 2004**. Each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview with the Director/Chief Deputy Directors.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Membership in The State Bar of California (Applicants must have active membership in The State Bar before they will be eligible for appointment.) **and:**

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. In depth knowledge of the laws and regulations related to Disability and Adult Programs, Information Technology Projects, Children and Family Services, Contracts, and Community Care Licensing Alternate Decisions.
- b. Ability to formulate, recommend and evaluate a wide range of Departmental policies related to these programs, and to advise Executive Staff and program managers on complicated issues/decisions.
- c. Ability to review legislative analysis, regulations, legal opinions, pleadings and other documents drafted by subordinate staff.
- d. Ability to defend class action lawsuits which challenge statutes and regulations and writs of mandate, and to develop policy and regulations.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

DESIRABLE QUALIFICATIONS (CONTINUED)

In addition, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of legal principles and their applications; legal research methods; court procedures; rules of evidence and procedure; administrative law and the conduct of administrative hearings; the conduct of complex information technology procurements; provisions of California and Federal law; Welfare and Institutions Code, Health and Safety Code, Penal Code, principles of constitutional law, and the principles of public administration, management and supervision, state budgeting and general administrative procedures.
- (2) Ability to analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; lead or assist in the negotiation of contracts with vendors in the formal acquisition of goods and services, including information technology services and other grants; independently present difficult and complex cases in court; and maintain programmatic knowledge essential to administer, organize, and direct the work of a staff of attorneys and other support staff and effectively represent the Department.

The knowledge and abilities indicated above for the **CEA 4** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants should file an Application for Examination (STD 678) with the:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **October 7, 2004**. Applications postmarked, personally delivered, or received via office mail after the final file date will not be accepted for any reason. All applications **must** include a one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this position. Resumes are optional and do **not** take the place of the one-page summary of qualifications.

Questions concerning the exam process should be directed to Estela Hernandez
at (916) 654-9563.

Questions regarding the position should be directed to Kathy Ertola
(916) at 654-2242.